

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Hospital Security Officer Supervisor

Class Code: 7582

Pay Grade: 113

GENERAL CLASS DESCRIPTION:

Under general supervision, provides administrative supervision to a large number of hospital security officers and participates in investigations and other security duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Administratively supervises Hospital Security Officers including the effective recommendation of individuals to be hired or terminated, training, assigning, and checking work, performing and signing the performance appraisal for officers and handling discipline when necessary. Assigns overtime when appropriate.
2. Responsible for payroll and scheduling of security staff; approves/denies leave requests; ensures that all necessary time sheets and corresponding documents are completed.
3. Reviews needs for hospital security by patrolling the medical complex, meeting with representatives of various hospital departments, reading written reports prepared by security officers, reviewing service requests, working with various contractors, and as necessary meeting with representatives from the university public safety department.
4. Prepares various administrative reports including those for payroll, overtime and part-time reports, monthly theft reports, and proposed revisions to general procedure and operations manual.
5. Conducts investigations and writes reports as required.
6. Reviews and checks performance of assigned staff in order to maintain high standards of security service.
7. Interviews and effectively recommends hiring. Evaluates employee performance and effectively recommends disciplinary actions, promotions, and terminations.
8. Provides training and orientation to new employees and ongoing training to all security personnel.
9. Serves as manager of various University security programs.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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10. Remains current on new legal developments in the area of security.
11. Attends departmental leadership meetings and provides relevant information to security staff.
12. Establishes and maintains effective means of communication and working rapport with staff in other departments internal and external to UIHC.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of and ability to perform supervisory and personnel functions, and fiscal administration of the position.
2. Knowledge of criminal laws and procedures.
3. Knowledge of investigative procedures.
4. Ability to understand and maintain routine records and complete reports as required.
5. Ability to communicate effectively with all UIHC staff, patients, and visitors, both orally and in writing.
6. Ability to maintain accurate records.
7. Ability to react appropriately in emergency situations.
8. Ability to receive direction and to direct staff.
9. Knowledge of cardiopulmonary resuscitation and first aid.
10. Knowledge of portable fire extinguishers and their locations.
11. Knowledge of the geography of the campus to which assigned.
12. Skill in operating portable radio devices.
13. Ability to walk and climb stairs.
14. Ability to work outside in extreme weather conditions.
15. Ability to see and hear accurately in both day and nighttime conditions.
16. Ability to comprehend numerous policies, procedures, concepts and to be able to respond using discretion and interpretive judgment based on general and specific policies.

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MINIMUM ELIGIBILITY REQUIREMENTS:

1. Five years' experience in security or law enforcement work, at least three years of which is at least comparable to the work of the Hospital Security Officer.
2. Ability to obtain the Supervisor certification from the International Association for Healthcare Security and Safety (IAHSS) within 6 months of hire and maintain certification for duration of employment.

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REVISION EFFECTIVE: January 1, 2023